



- Q1.** On the RFP cover page in the "Special Instructions" box are there THREE areas listed? (1) Targeted Quality, (2) Comprehensive Regional Quality, and (3) Rural Child Care Services?
- R1.** As identified on the RFP cover page in the Special Instructions box and expanded upon in Section 3.1 of the RFP, the three (3) areas of Child Care Quality Enhancement Services for which proposals can be submitted are 1) Comprehensive Regional Quality Enhancement Services, 2) Targeted Quality Enhancement Services, and 3) Rural Child Care Services.
- Q2.** Are each of these areas to be written as a completely different RFP?
- R2.** As stated on the RFP cover page in the Special Instructions box, "Vendors must submit a separate proposal for each of the service areas" that include 1) Comprehensive Regional Quality Enhancement Services, 2) Targeted Quality Enhancement Services, and 3) Rural Child Care Services.
- Q3.** Is the "Rural Child Care Service" in this RFP to replace the previous "Rural Child Care Services Initiative" RFP that was awarded in 2004 and renewed in 2005?
- R3.** The current contract for the provision of Rural Child Care Services will end on September 30, 2007. Therefore, it is time for the continuation of the Rural Child Care Services Initiative to be included in the competitive process of submitting a proposal to provide the services identified in the RFP.
- Q4.** If this Rural Child Care Service part is a new opportunity for community child care enhancement in rural areas, please describe what types of services, etc. are expected.
- R4.** The services that should be addressed in a proposal to provide Rural Child Care Services are identified in Section 3.1 through Section 3.1.4 of the RFP.
- Q5.** **Section 1 Item 1.3 Page 7**  
The contract term is for a period of **three (3)** years beginning **October 01, 2007** and ending **September 30, 2010**. Renewals of the contract, as agreed upon by both parties may be made at one-year intervals, or any interval that is advantageous to the Department, not to exceed a total of **two (2)** years, at the option of the Department.
- Vendor question regarding this section is as follows:
- Is the Contract Term three (3) years with an additional two (2) one-year extensions possible? Or is it for a total of three (3) years maximum?
- R5.** The contract term is three (3) years with an additional two (2) years total of extensions possible at the option of the Department, for a total of five (5) years maximum. The intervals of the possible contract extensions would be determined by what is advantageous to the Department.
- Q6.** **Section 1 Item 1.3 Page 7, Paragraph 2: The number of awards is estimated to be up to 14.**  
The 2005-06 RFP made the same statement; however, there are 16 contractors listed on the DHR web site. (This number excludes contractors holding more than one contract.) Are there state agencies with interagency agreements included in this list on the web site which would account for 16 contracts rather than 14?
- R6.** Yes.
- Q7.** **Section 1 Item 1.8.3 Page 10**



Would this be inclusive of those presenters that present sessions at our seminars, conferences, and workshops?

**R7. No.**

**Q8. Section 2 Item 2.6.1 Page 13**

This item states that one way a proposal may be found non-responsive is if "the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP." Is this reference to criteria related to the estimated range of awards listed in Section 1, Item 1.3, page 7 or is there another location of budget criteria?

**R8. References to budget criteria can be found in Section 1.3 on Page 7 and in Section 5.0 on Page 25. The Budget Forms (Appendix E) and Instructions for Budget Forms (Appendix F) provide specific directions regarding submission of the proposal budget.**

**Q9. Section 3 Item 3.1 Page 16**

Does DHR funding have to support each of the 4 Initiatives or may an initiative be fully funded through local support and described as appropriate throughout the proposal?

**R9. Only initiatives that will be funded fully or partially by DHR should be addressed in the proposal.**

**Q10. Section 3 Item 3.1 Page 16**

*Targeted Quality Enhancement Services* will provide coverage for a minimum of twenty-seven (27) counties. Proposed activities must address one (1) or more of the categories of quality activities (section 3.1.1 through Section 3.1.4) listed below in order to be considered for funding.

Vendor question regarding this section is as follows:

Is it permissible to propose a single activity in the entirety of the targeted area at the beginning of the grant period, but also include a second activity that would be phased in across all of the counties over the 3 year grant period?

**R10. Phasing in of activities and/or counties will not be allowed.**

**Q11. Section 3 Item 3.1 Page 17**

Section 3.1 of the RFP on p. 17 references 3 categories of services that may be provided, including Rural Child Care Services.

Is this category a separate category for which proposals may be submitted and if so, is it necessary to provide coverage for all rural counties designated as rural in the Appendix I ? For example, can a proposal be submitted for a comprehensive regional area in addition to rural areas?

**R11. A separate proposal should be submitted for Rural Child Care Services. The proposal should include a sufficient number of rural counties in the coverage area to make an impact on the quality of child care relative to the proposed services to be provided and the amount of funding requested.**

**Q12. Section 3 Item 3.1.4 Page 18**

These activities or training are not mentioned specifically in the categories above but address a specific need or focus on individuals who are under-served or have not traditionally participated in other quality enhancement activities. These include but are not limited to providers in rural areas, kith and kin (relative child care) providers, children with special needs, migrant families and non-English speaking families. Specific activities in this category include:

- A. Technical assistance to support exempt providers in becoming licensed;
- B. Providing consultants to assist child care providers regarding health and safety issues;



- C. Technical assistance and support to providers serving children with special needs;
- D. Recruitment, technical assistance and support to Hispanic and other culturally diverse providers; and
- E. Recruitment, technical assistance and support to increase and maintain the number of formal child care providers operating in rural communities

Vendor question regarding this section is as follows:

Is a vendor required to address activities A through E, or may a vendor select some and not all?

**R12. A vendor can select the activities to address in the proposal.**

**Q13. Section 4 Item 4.2., 4.2.2 Page 20; Proposal Format and Instructions**

4.2 Proposal Format - .labeled tabs that correspond with the bolded sections and subsections to which information pertains

4.2.2 "Table of Contents," which should list all sections, subsections and page numbers

Is it permissible to respond to more than one subsection per page if the tab shows the subsections included on the page and the table of contents shows each subsection with the corresponding page number?

i.e. Page 23—objectives that may be included on 1 page

4.2.5.3.4	Office Location
4.2.5.4	Vendor Certification
4.2.5.4.1	Revolving Door Policy

<u>Tab may read</u>	4.2.5.3.4
	5.2.5.4
	4.2.5.4.1

Table of Contents		Page
4.2.5.3.4	Office Location	38
4.2.5.4	Vendor Certification	38
4.2.5.4.1	Revolving Door Policy	38

**R13. More than one subsection can be addressed on a page. The tabs should be labeled to correspond with the bolded sections and subsections to which the information pertains.**

**Q14. Section 4 Item 4.2.5.1.2 Page 21; References**

Vendor must provide a list, if any, of all current and past contracts with the Department and other state agencies.

- A) Should the Department be included as a reference (i.e. Child Care Quality Enhancement Services)?
- B) Should the Department be listed under with References and/or under section 4.2.5.1.3 *Past and Present Contractual Relationships with the Department*?

**R14. A) No.**

**B) The Department should be included in the description of any past or present contractual relationship with the Department or any other state agency.**

**Q15. Section 4 Item 4.2.5.1.3 Page 21**



On page 21 of 46 item 4.2.5.1.3 it states contractual relationships with the State. Would this include the college's grant awards with the state of Alabama (example of State Agencies would be AL Dept. Economic Community Affairs (ADECA), AL Office of School Readiness (OSR), AL Department of Human Resources (DHR), AL State Department of Education (SDE) which includes the USDA Child Nutrition Program, PERKINS and TECH PREP programs)?

**R15. Yes.**

**Q16. Section 4 Item 4.2.5.1.5 Page 22; Project Staff/Resumes/Job Descriptions**  
Does "key personnel" include all job titles included in the budget? If not, please define "key personnel"

**R16. Yes.**

**Q17. Section 4 Item 4.2.5.1.5 Page 22; Job Descriptions**  
Job descriptions generally include a list of the responsibilities of the position, along with the level of education, experience, training, skills, etc. If we include job descriptions rather than resumes do we need to include Responsibilities of the job along with Qualifications or may we just include the Job Title and the required level of education, experience, training, etc?

**R17. Job descriptions should be submitted for each staff position that will be used in providing the services required in this RFP. Job descriptions should include specific duties and responsibilities of the position and the process or procedure for supervision, education, training and experience required, and length and type of in-service training to be provided.**

**Q18. Section 4 Item 4.2.5.1.5 Page 22; Project Staff/Resumes/Job Descriptions**  
Vendor must submit a resume or job description detailing the level of education, experience, training.

May a detailed job description be submitted as an attachment in section 4.2.6 Attachments on page 24, or should the detailed description be only included within the technical proposal?

**R18. Job descriptions along with other attachments should immediately follow the Budget Justification and be labeled in the following order:**

<b>ATTACHMENT E</b>	<b>References (minimum of 3)</b>
<b>ATTACHMENT F</b>	<b>Job Descriptions</b>
<b>ATTACHMENT G</b>	<b>Signed Statement Certifying Criminal Background Checks</b>
<b>ATTACHMENT H</b>	<b>Financial Statements</b>
<b>ATTACHMENT I</b>	<b>Quality Initiative Summary Sheets (Appendix G)</b>
<b>ATTACHMENT J</b>	<b>Sample Assessment Instrument(s)</b>

**Q19. Section 4 Item 4.2.5.1.6 Page 22; Staff Performance Evaluations and Training**  
Vendors must describe its staff development program regarding orientation that adhere to the Departments required performance standards.

A. Where can the Departments performance standards be found?

B. In the past funds could not be used for staff development. Can funds from this RFP be utilized for staff development?

**R19. A) The Department's required performance standards refer to the expectation that DHR has for vendors to provide orientation and on-going training and evaluation of staff to ensure effectively delivery of the services identified in their proposals.**



**B) Trainers can participate in train-the-trainer sessions that provide them with the knowledge and skills to facilitate the training for others. Professional development to obtain general knowledge about child care/early care and education should not be included in the proposal.**

**Q20. Section 4 Item 4.2.5.1.6 Page 22; Staff Performance Evaluations and Training**

This item states that “vendor must describe the staff development program regarding orientation, on-going staff evaluation and training that will be implemented throughout the contract period to ensure delivery of effective services that adhere to the Department’s required performance standards.” Could you please indicate where a copy of the referenced performance standards can be reviewed?

**R20. Refer to R19.**

**Q21. Section 4 Item 4.2.5.1.7 Page 22; Background Checks**

Does the statement “staff/position that requires access to children” refer to being alone with the children or in the same room as the children—for example as a visitor engaging in technical assistance/observation to support the teacher by completing the Early Childhood Rating Scale, would this be considered having access to children? Is the documentation to be placed in an Appendix at the end of the proposal rather than in the Attachment?

**R21. This refers to program staff whose jobs require them to have access to children by virtue of being in the same room or vicinity with them such as trainers, mentors and other technical assistance/support staff.**

**Refer to R18.**

**Q22. Section 4 Item 4.2.5.1.7 Page 22; Background Checks**

Provide documentation that each person in a position that requires access to children requires a criminal background check.

Does each employee’s actual background check need to be included or will a signed statement from the signature of the person legally authorized to bind the vendor to the proposal suffice?

**R22. A statement with the signature of the person legally authorized to bind the vendor to the proposal certifying that all of the appropriate program staff have a criminal background check should be included as an attachment (Refer to R18.). The actual criminal background checks should be kept on file by the vendor.**

**Q23. Section 4 Item 4.2.5.1.7 Page 22; Background Checks**

In past two years, DHR would not allow the cost of criminal background checks in the budget because training staff did not have “access to children.” Is the cost of background checks now allowable?

**R23. Yes.**

**Q24. Section 4 Item 4.2.5.2 Page 22; Vendor Financial Stability**

Vendor must provide documentation of financial responsibility and stability.

May the audited financial statements be submitted as an attachment in section 4.2.6 or must they be included within the technical proposal?

**R24. Refer to R18.**

**Q25. Section 4 Item 4.2.5.3.1 Page 22; Service Delivery Approach**

Vendor must provide a detailed description of the work plan...and how the work will be accomplished...Identify the goal of each activity and methods of implementation.



Should the description of “the goal of each activity and methods of implementation, including how participants will be selected or encouraged to participate” differ from the description of “how the work will be accomplished” (end of first sentence) or will the description of “the goal of each activity and methods of implementation, including how participants will be selected or encouraged to participate” meet the requirements of “how the work will be accomplished”

**R25. The description of the goal of each activity and methods of implementation, including how participants will be selected or encouraged to participate can meet the requirements of how the work will be accomplished. All other items identified under Service Delivery Approach must also be addressed such as the timeframes necessary to accomplish the work and explanation of how each quality activity is likely to improve the quality of child care. Quality initiatives must be available in all counties in the proposed service area at least once per quarter.**

**Q26. Section 4 Item 4.2.5.3.1 Page 22**

When the Appendix G form, Quality Initiative Summary Sheets are completed should they immediately follow the Service Delivery Approach section or are they allowed to be in the Appendices at the end of the document?

**R26. Refer to R18.**

**Q27. Section 4 Item 4.2.5.3.2 Page 23; Start-up Plan**

If you have provided Quality Enhancement Services in the past is it essential to include a start up plan or just include a start up plan for any proposed additions?

**R27. If a vendor is currently providing Quality Enhancement Services and is proposing to provide the same or comparable services then it is not necessary to include a start-up plan. If a current vendor is proposing to provide new or additional services then a start-up plan should be included. If a vendor provided Quality Enhancement Services prior to the current contract period then a start-up plan should be included.**

**Q28. Section 4 Item 4.2.6 Page 24**

Since the section of attachments that are specified in the proposal are indicated as counting in the 50 page limit, is it acceptable to include appendices at the end of the proposal for items like the audited financial statements for 3 years which could be in the excess of 100 pages for our agency?

**R28. Refer to R18.**

**Q29. Section 4 Item 4.2.6 Page 24**

Can charts, graphs, and/or maps be included within the text of the response of the RFP or included as an attachment in section 4.2.6, page 24?

**R29. Charts, graphs, and/or maps can be used to support responses within the text of the RFP and should be counted in the 50 page limit.**

**Q30. Appendix G Page 43; Quality Initiatives Summary Sheet**

IV. Estimated Number of Participants to be Reached by the Initiative

Is this number the number reached as a result of all funding sources or just DHR?

(Questions @ bottom of page) For each quality indicator selected above.

1. Should this read “key features of this initiative” rather than indicator?

**R30. The number reached as a result of DHR funding.**



**1. Yes it should say “initiative” rather than “indicator.”**